

## BASIC DOCUMENTATION TRAINING

**DATE & TIME:** December 11, 2013

**9:00 AM - 4:00 PM**

*All registration is completed on the Learning Net prior to the training. Sign-in begins 30minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

**PLACE:** The MLK Center for Public Health  
11833 S. Wilmington Ave., 1<sup>st</sup> Fl., Conference Room  
Los Angeles, CA 90059

**PARKING:** **Please do not park in the parking lot at the training site (this parking lot is reserved for patient parking only).** Parking is available on the adjacent streets and in parking lot A, at the Martin Luther King Hospital complex; the entrance to parking lot A is on Wilmington Avenue, about one hundred yards south of 120<sup>th</sup> street. Please allow an extra few minutes to walk to the Public Health building.

The Basic Documentation Training will combine lecture, discussions and activities using sample Clinical Forms to identify the minimum documentation standards for services within the DMH system of care. The training will identify the essential elements of documentation and how these impact clinical practice. In order to successfully document in the Clinical Record, participants will review basic documentation requirements and guidelines for claiming to Medical including the key elements of the Initial Assessment, how to write a Client Care Plan, the proper use of Procedure Codes and what information is required in a Progress Note.

**TARGET AUDIENCE:** DMH and Contract Providers

**OBJECTIVES:** As a result of attending this training, participants should be able to:

1. Identify the minimum documentation standards for LA County DMH
2. List the purpose of documentation and key clinical forms
3. Describe the three core elements of Medical Necessity
4. List key areas of the Assessment and describe important elements to document in the "Client Care Coordination Plan".
5. Describe the importance of the Client Care Plan and how to write an objective
6. List key elements of the Progress Note and describe how to assign the correct Procedure Code

**CONDUCTED BY:** Quality Assurance Division - County of Los Angeles  
Department of Mental Health, Program Support Bureau

**COORDINATED BY:** Lucious Wilson, MA, MPA, Training Coordinator  
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**DEADLINE:** When maximum capacity is reached

**COST:** None

**CONTINUING EDUCATION:** None

DMH Intranet <http://dmhhqportal1/sites/TCCB/default.aspx> Internet: <http://dmh.lacounty.gov/training&workforce.html>  
DMH Employee register: <http://learningnet.lacounty.gov> Providers register here: <https://learningnet.lacounty.gov>

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